

Agreement No. 26-70100-C00231

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND SAN MATEO COUNTY
OFFICE OF EDUCATION**

This Agreement is entered into this date, _____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and San Mateo County Office of Education, hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of supporting "The Big Lift" Early Learning Initiative to reduce learning loss, increase kindergarten readiness, and grow third grade reading proficiency in San Mateo County.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Exhibit C – Performance and Measures

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed ONE MILLION FIVE HUNDRED TWENTY THOUSAND FOUR HUNDRED EIGHTEEN DOLLARS (\$1,520,418). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from, July 1, 2025 through June 30, 2026.

5. Termination

This Agreement may be terminated by Contractor or by the Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship to Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. **General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this

Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

10. Insurance

10.1. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

10.2. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

10.3. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

Comprehensive General Liability..... \$1,000,000,
Professional Liability..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance With Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. Levine Act Compliance

The Contractor certifies and warrants that Contractor has fully complied, and will remain in full compliance, with all applicable requirements of the Levine Act in connection with this Agreement, including making any required disclosures of campaign contributions to County Officers, which includes but may not be limited to elected County Officers. Elected County Officers include members of the San Mateo County Board of Supervisors, as well as the Assessor-County Clerk-Recorder, Controller, Coroner, District Attorney, Sheriff, and Tax Collector-Treasurer. Any campaign contribution required to be disclosed under the Levine Act in connection with this Agreement shall be disclosed on the disclosure form provided by the County of San Mateo Levine Act Disclosure Form, a copy of which is available from the County upon request.

13. Non-Discrimination and Other Requirements

13.1. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

13.2. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

13.3. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

13.4. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

13.5. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

13.6. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

13.7. Reporting: Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

13.8. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

14. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

15. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

16. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

17. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

18. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Katharine Sullivan/Executive Director, The Big Lift
Address: 500 County Center, Redwood City, CA, 94063
Telephone: (650) 802-7661
Email: ksullivan@smcgov.org

In the case of Contractor, to:

Name/Title: Nancy Magee, Superintendent of Schools
Address: 101 Twin Dolphin Dr., Redwood City, CA 94065
Telephone: (650) 802-5554
Email: nmagee@smcoe.org

19. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

20. SB1383

SIGNATURE PAGE TO FOLLOW

In witness of and in agreement with this Agreement's terms, the parties, by their duty authorized representatives, affix their respective signatures:

For Contractor: San Mateo County Office of Education

<small>DocuSigned by:</small>		
	1/12/2026	Marco Chavez
<small>072D6E781C2E466</small>		
_____ Contractor Signature Deputy Superintendent, ESD	_____ Date	_____ Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors,
San Mateo County

Resolution No:

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A – Services

In consideration of the payments set forth in Exhibit B - Payments and Rates, Contractor shall provide the following services.

1) Goal 1

Work in collaboration with the County of San Mateo to support collective impact activities for “Big Lift” partners, and to provide countywide coordination and support for “Big Lift” pillars.

- a) SMCOE staff will sit on “The Big Lift” Steering Committee, meet regularly to plan and ensure progress in the implementation of “The Big Lift”, and surface policy and program issues and discussion. These staff will include the Executive Director, P3ELS; Coordinator, Early Learning Quality Improvement; Project Specialist P-3 Early Literacy; and Project Specialist, Family Services.
- b) Prepare reports and identify and support grant applications and presentations as necessary to support “The Big Lift”.
- c) Develop, manage, and monitor the annual SMCOE “Big Lift” budget, determining the best combination of staffing, contractor and other supports to maximize the use of funding to improve early literacy skills.
- d) Align existing and new SMCOE Early Learning Support Services (ELSS) and SMCOE Curriculum and Instruction (K-12) strategies to support programs serving children, families, and teachers in Big Lift-eligible communities (e.g., Friday Cafes, First 5 EQ+IP, State Preschool, Quality Rating Improvement System, IEEP, LETRS, SMCOE Science of Reading supports, etc.).
- e) SMCOE staff will support planning and facilitation of “Big Lift” Knowledge Networks, Advisory Councils and Workgroups as follows:
 - i) The P-3 Literacy and Family Services Project Specialists will support planning and implementation of the Knowledge Network meetings
 - ii) The P-3 Literacy Project Specialist will organize and facilitate Literacy Advisory Council meetings
 - iii) The Family Services Project Specialist will help organize and facilitate Family Engagement workgroup meetings in partnership with the County of San Mateo and the County Library
 - iv) The Early Learning Quality Improvement Coordinator will help organize and facilitate the Impact Advisory Committee and Refining Preschool Strategies workgroups in partnership with the County of San Mateo
 - v) The P-3 Literacy Project Specialist, Family Services Project Specialist, and Coordinator will support planning and implementation of collective impact convenings

2) Goal 2

Support ~50 preschool classrooms in 8 agencies reaching 8 school district communities to implement language and literacy instruction aligned with the science of reading

- a) Support “The Big Lift” community based preschool programs to develop and implement literacy action plans.
- b) Provide leadership and implementation supports to “The Big Lift” programs in the use of a valid and reliable early literacy assessment (e.g., the Individual Growth & Development

- Indicators (IGDIs) or another selected assessment) to drive appropriate instructional supports and interventions for children.
- c) Provide direct monthly coaching and training supports to “Big Lift” preschool classrooms in research-based early literacy instruction, utilizing SEEDS frameworks and strategies, and other evidence-informed early language and literacy strategies.
 - i) Utilize a combination of staff and contractors to provide coaching, with the goal to achieve increased local coaching capacity. Meet every 6-8 weeks with coaches to establish common parameters and aligned expectations for preschool coaching, and to problem solve implementation challenges. All coaches are required to track coaching visits monthly using a SMCOE developed data tracking system.
 - ii) Enhance SEEDS frameworks with additional research-based language and literacy resources to create a series of 4 updated in-person training workshops on the following topics: Read Aloud, Oral Language, Phonological Awareness, and Letter Recognition. Deploy updated resources to “Big Lift” grantees via “The Big Lift” PreK online Padlet. Provide a minimum of 20 training sessions total.
 - iii) Provide 350 coaching sessions to preschool classrooms to support staff to implement high quality Read Aloud, oral language, phonological awareness and letter recognition activities
 - iv) Pilot the Great First 8 research-based curriculum at “Big Lift” preschool sites: Peninsula Family Service Leo J. Ryan and Bayshore. Provide monthly coaching to support implementing Great First 8 with fidelity and track coaching in a monthly coach tracker.
 - d) Conduct quarterly preschool leadership level meetings to build the content knowledge and instructional leadership skills of preschool agency executive leadership in science of reading-aligned language and literacy practices.
 - e) Support the use of the Online Ages & Stages Questionnaire (ASQ), a developmental screening portal. Hold accounts within the Online ASQ for “Big Lift” programs and act as the administrator for the linked data hub.

3) Goal 3

Support 8 districts to implement language and literacy instruction aligned with the science of reading.

- a) Support “Big Lift” school districts to develop and implement preschool to third grade literacy action plans. Review and provide feedback on all district plans. Provide executive coaching and targeted technical assistance to literacy leaders throughout the year to support implementation of literacy plans and science of reading shifts.
- b) Develop and facilitate TK-third grade district leadership level professional learning communities (PLCs) every other month to build the content knowledge, instructional leadership skills, and systems building skills needed to shift TK-3 classrooms to instruction aligned with the science of reading.
 - i) Conduct 5 PLCs in August, October, December, February and April.
- c) Conduct 1:1 district support meetings every other month to provide tailored support to districts as they implement their literacy action plans (to begin after the P-3 Literacy Project Specialist position is filled).
- d) Provide 4-6 science of reading related trainings directly to district school sites throughout the year, as requested by district literacy leads.
- e) Implement a Multilingual Learner Cohort for Big Lift district literacy staff focused on how to integrate multilingual learner supports within science of reading instruction.

- i) Dr. Elsa-Cardenas Hagan to provide 4 training days on Sept 26, 2025, Nov 18 2025, Jan 12 2026, and March 23 2026.
- ii) Provide coaching visits to four (4) site teams within the two days after the November, January and March training dates above.
- f) Provide three 4-hour sessions of CORE Learning's Reading Fundamentals for Literacy Leaders training to "Big Lift" district principals between January – May 2026.
- g) Develop and facilitate 4 Big Lift superintendent meetings, with 3 of the 4 meetings focused on superintendent moves that support the science of reading systems and practice.
- h) Support districts to effectively utilize "The Big Lift" identified common early literacy assessments:
 - i) Ensure districts are meeting requirements related to frequency and type of literacy measures as established in their contracts.
 - ii) Develop strategies for utilizing the data for both instructional improvement and program evaluation, including the development for dashboard tools for districts and school sites.

4) Goal 4

Oversee data collection, preschool to third grade integrated data strategy & systems, and data driven improvement for all pillars of "The Big Lift".

- a) Implement and continue to refine a preschool to third grade early childhood integrated data system (ECIDS) with common implementation and outcome measures to support data driven improvement efforts for all "Big Lift" funded strategies
 - i) Establish data collection requirements (and provide related forms) for all "Big Lift" grantees necessary to implement the ECIDS.
 - ii) Monitor grantee progress meeting data collection requirements and follow-up to address missing data issues, as specified in the processes detailed below.
 - iii) Conduct quality assurance checks on dashboards, analyses and reports to ensure data accuracy.
- b) Coordinate the use of the centralized data system for "Big Lift" grantees, Vertical Change.
 - i) Train and provide technical assistance to preschool programs in Vertical Change. Communicate expectations about year-round data requirements to preschool providers. Monitor data quality and follow-up on missing data issues on an ongoing, year-round basis.
 - ii) Import individual level preschool enrollment and attendance data monthly for ~50 classroom sessions.
 - iii) Clean and analyze Vertical Change data on a regular basis and integrate it with other data sets to answer key implementation questions about "The Big Lift" and to respond to requests for information and analyses from "The Big Lift" stakeholders.
 - iv) Identify improvements needed for Vertical Change and work with Vertical Change to get them implemented.
- c) Lead, oversee, coordinate and support the implementation of the Individual Development & Growth Indicators in all "Big Lift" preschool programs.
 - i) Establish assessment windows; disseminate roster instructions; train staff in IGDIs administration; receive, clean and send rosters to the University of Minnesota IGDIS lab before the beginning of each assessment window.
 - ii) Generate reports for coaches and classrooms following each assessment window.

- iii) Create an online IGDIs interactive dashboard for FY 24-25 data by October 15, 2025 that allows IGDIs results to be looked at within and across programs, by site, and for key subgroups.
 - iv) Update the online IGDIs dashboard with Fall 2025 Fall and Winter 2026 assessment period data by one month after the IGDIs winter assessment window closes, or by February 28, 2026.
 - v) Beginning in June 2026, download, clean, and match FY 25-26 preschool students across the three assessment periods in order to update the IGDIs dashboard with FY 25-26 data.
- d) Help manage and support “Big Lift” Inspiring Summers (BLIS) data collection and analysis.
- i) Collaborate on the online registration process, reducing barriers for families while maintaining the collection of accurate information for “The Big Lift” evaluation.
 - ii) Coordinate with the County, and the San Mateo County Libraries to manage data and program needs, including the weekly and program-end transfer of enrollment data and managing ranking processes, as applicable.
 - iii) Import registration data to Vertical Change. Train and provide technical assistance to district BLIS programs in the use of Vertical Change.
 - iv) Communicate expectations and timelines about BLIS data requirements to districts.
 - v) Monitor data quality and follow-up on missing data issues before, during, and after the program ends, including ensuring attendance data and Statewide Student Identifier SSIDs are entered.
 - vi) Update BLIS Summer Learning DIBELS dashboard annually by December 15, 2025 of for the summer prior. The December update will not include income and non-Big Lift summer participation data; a second update will be made by February 28, 2026.
 - vii) Write in quality assurance language for dashboards.
 - viii) Share BLIS data with BELL, the San Mateo County Libraries and other partners needed/requested. Analyze BLIS data as needed/requested.
 - (1) Provide San Mateo County Libraries with BLIS attendance and demographic report annually by September 15, 2026.
- e) Lead, oversee, coordinate and support the implementation of the Brigance universal kindergarten readiness assessment (KRA) in all funded “Big Lift” districts administering the assessment.
- i) Identify and work with district level staff on timeline and logistics the spring before each fall assessment period
 - ii) Order and disseminate Brigance assessment materials; conduct Brigance teacher trainings; roster students in the Brigance Online Management System for all 6 districts.
 - iii) Receive completed assessment data from districts; enter and/or transfer assessment data; clean data.
 - iv) Develop KRA Scoreboard and disseminate to teach teacher within three weeks of each assessment window.
 - v) Update 2 KRA dashboards annually by January 31, 2026.
 - vi) Perform analyses of data.
- f) Lead, oversee, coordinate and support the implementation of district-wide, parent-completed TK, Kindergarten, First and Second Grade Entry Forms. Consult with districts and partners on the content of the form and any revisions needed from year-to-year; translate the form into languages needed by districts; support incorporation of forms into online administration through student information systems (SIS) where possible; communicate expectations about the form to districts and monitor implementation; receive completed forms and enter data; clean data; and analyze data.

- g) Coordinate, monitor, and receive school district SIS extracts from the 8 “Big Lift” funded school districts in January and June of each year. These extracts will include student level attendance and demographic data that will be linked and merged with assessment data for use in “The Big Lift” data dashboards and other analyses as needed/requested, and other evaluation activities to be developed/requested. Request and receive requested data from school districts at least twice per year; check for completeness, follow-up on missing data, clean as necessary, and merge with other “Big Lift” data.
- h) Coordinate and download individual level DIBELS data from the Amplify system after each assessment window. Build a K-3 DIBELS Dashboard that allows growth on DIBELS early literacy skills to be viewed within and across districts, and for key demographic subgroups. Update annually by September 15, 2026.
- i) Ensure accurate matching of children across the preschool and K-3 systems in order to implement the preschool to third grade integrated data strategy. Develop and execute sound methodology to ensure “The Big Lift” can follow preschool children into TK-3 for those who enter “Big Lift” districts. Utilize local student information system IDs where possible, in addition to quantitative algorithms for matching children.
- j) Raise the profile of “The Big Lift” preschool to third grade (P-3) data driven improvement strategy in regional, statewide and national forums, serving as a resource to other localities wanting to innovate in the realm of P-3 early childhood integrated data systems (ECIDS).

5) Goal 5

Provide training, technical assistance, and support on family engagement to “Big Lift” preschool programs and school districts, supporting family engagement systems and activities that connect and engage families in their children’s literacy learning.

- a) Coordinate professional learning communities (PLCs) that bring together family engagement staff to align, improve, and expand the work of family engagement staff in meeting family needs.
 - i) Provide 5 sessions of the Family Engagement Shared Learning Collaborative throughout the school year.
 - (1) Sessions will focus on how to plan, hold and reflect upon the hosting of family literacy events. Topics will include sharing with families how to understand student literacy data and partner with teachers and schools, how to support financial literacy at home and how to foster the development of language and literacy milestones at home.
 - ii) Provide 3 sessions of the Parent Café PLC.
 - (1) Sessions will focus on how to plan, host and reflect upon Parent Cafes. Topics will include maintaining fidelity to the model, refining based on experience, and fostering parent participation and leadership.
- b) Cofacilitate “The Big Lift” Family Engagement Workgroup. Support the group, comprised of parents/caregivers, family facing district and preschool staff, and community partners, to submit recommendations to TBL Steering Committee in January 2026 on an updated family engagement strategy and approach.
- c) Coordinate the provision of high quality, high impact parent education at “Big Lift” sites. Develop a menu of diverse, evidence-informed options for programs. Negotiate service agreements with consultants and trainers to provide workshop series, where applicable. Develop quality assurance methods to ensure delivery of trainings follow best practices.
 - i) Partner on 6 family literacy nights.

- ii) Develop a Padlet containing a variety of resources to support preschool programs and elementary schools to hold family literacy nights, including workshop materials, parent handouts, planning tools, at-home activities, outreach materials & strategies, and other resources.
- d) Coordinate with San Mateo County Library on their preschool family engagement work, including monthly meetings, and co-designing family workshop materials and approaches.
- e) Support and work with districts and preschool programs to hold 6 Parent Cafes throughout the year.
- f) Hold a Spring 2026 family engagement event to celebrate teachers and family engagement staff and their work in the 2025-26 school year across “Big Lift” district communities, for a target audience of 75 teachers and staff.
- g) In partnership with the P-3 Literacy Project Specialist, conduct a needs assessment of district practices regarding the sharing of literacy assessment data with families. Determine the practices happening in all school districts and whether those practices vary by site. Based on those findings, develop strategies and materials to support enhanced information sharing with families.
- h) Implement the READY4K! text messaging program with “Big Lift” preschool families. Families will receive weekly text messages with tips for how to promote literacy at home. SMCOE will work with the ParentPowered to administer the intervention, including the transfer of parent cell phone numbers to ParentPowered via Vertical Change, advising on intervention timing, and developing customized local content for enhanced messaging.

Exhibit B – Payments and Rates

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

- 1) Contractor shall invoice quarterly for actual costs incurred for services shown in Exhibit A based on the program costs shown. Invoices must be accompanied by any required reports due along with a line-item accounting for monthly expenses and evidence of work performed, or costs incurred including but not limited to timesheets, copies of bills, and/or packing slips. Contractor will invoice County for indirect costs calculated off modified total direct costs (MTDC)*. Documentation supporting these costs must be retained and made available for audit purposes.
- 2) *Modified Total Direct Costs (MTDC) is the base to which indirect costs rates are applied. MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for rent, tuition remission, participants support costs and the portion of each subaward in excess of \$25,000.
- 3) Contractor will submit an (itemized) invoice to ksullivan@smcgov.org per the schedule below (on or before these dates) using the San Mateo County approved invoice template and general ledger documenting expenses incurred during that term.
 - a) October 31st or 30 days after execution of contract: Term of July 1st - September 30th
 - b) January 31st: Term of October 1st - December 31st
 - c) April 30th: Term of January 1st - March 31st
 - d) June 20th: Term of April 1st - May 31st
 - e) July 31st: Term of June 1st - June 30th
- 4) Direct Program Costs
 - a) Personnel (salaries & benefits)

Position Title	Measure K Approved Budget as of 3-26-25
Data Analyst	\$48,615
Data Analyst	\$49,018
Data Analyst	\$34,174
Data Analyst	\$33,639
Learning Analytics Manager	\$17,967
Project Specialist Family Engagement & Support	\$155,519
Project Specialist	\$96,504
Administrative Asst II	\$37,861
Administrative Asst. I Temp	\$7,500
Total FTEs (Measure K funded only)	\$480,797

Benefits	\$218,713
Anticipated COLA for non-management staff	\$ 10,000
Subtotal - Personnel	\$709,510

b) Subcontracted Program Services (5800)

Big Lift Centralized Database	\$ 25,000
ASQ/ASQ:SE (Developmental Screening)	\$ 6,500
Family Supports	\$ 5,000
Kindergarten Readiness Assessment and TK-2 Parent Form Data	\$ 22,500
Translation / Interpretation	\$ 1,000
Refreshments Big Lift meetings, trainings and learning communities	\$ 12,500
Ready4K	\$ 13,980
Preschool to Third Grade (P-3) Literacy Supports	\$ 620,360
Subtotal - Subcontracted Program Services	\$706,840

c) Operational Costs

(4300) Materials and Supplies	\$ 9,000
(4303) Photocopy Expense	\$ 1,000
(5803) Criminal Background Checks	\$ 150
(4400) Noncapitalized Equipment	\$ 0
(5201) Mileage Reimbursement	\$ 1,100
(5202) Staff Dev / Conference / Travel	\$ 10,000
(5602) Bldg Rental (meeting space)	\$ 2,000
(5825) Printing Expense	\$ 2,500
(5901) Postage / Shipping Charges	\$ 200
(5902) Cell phone, Administrator	\$72
Subtotal Operational Costs	\$26,022

d) Indirect Cost

SMCOE indirect charges 11% (Taken on Measure K Funded personnel)	\$78,046
Subtotal Indirect Costs	\$78,046

e) County will:

- i) Have the option to modify or add related services, and adjust costs accordingly to meet its project goals, as agreed upon by both parties in writing as long as it does not exceed the total Agreement obligation. The cost to provide additional services will be determined at the time of request and pre-approved by both parties.
- ii) Pay Contractor within 30 days upon approval of invoice(s) and their corresponding backup documentation for services shown in Exhibit A.

Exhibit C – Performance and Reporting

In consideration of Exhibit B, Contractor agrees to submit the following reports:

1) Progress Reports

Contractor will submit semi-annual Progress Reports electronically to ksullivan@smcgov.org. Report for services rendered July 1, 2025 through December 31, 2025 is due January 31, 2026 and the report for services rendered January 1, 2026 through June 30, 2026 is due August 31, 2026.

2) Performance Measures

Measure	FY 2025-26 Target
High-Quality Preschool Instruction Delivery of 350 coaching sessions and 20 SEEDS trainings; quarterly facilitation of leadership PLCs; provide monthly coaching to support the implementation of Great First 8 at two pilot sites.	85%
TK–3 Instruction Facilitation of 5 leadership PLCs; monthly coaching and technical assistance provided to partnering school districts; facilitation of 4–6 district/site specific professional development grounded in the science of reading; support provided to school districts participating in the MLL cohort; facilitation of 3 principal trainings and 4 superintendent meetings; support districts with the administration of TBL identified common assessments.	100%
Data Systems & Improvement Maintenance of ECIDS; updates of data dashboards; accurate BLIS, KRA, and DIBELS data processed and shared; district extracts completed twice yearly.	100%
Family Engagement Facilitate 5 sessions of the Family Engagement Shared Learning Collaborative; facilitate 3 sessions of the Parent Cafe PLC; develop a menu of diverse, evidence-informed Family Engagement options for programs; host a Spring 2026 family engagement event to celebrate teachers and family engagement staff and their work in the 2025-26 school year across Big Lift district communities, for a target audience of 75 teachers and staff; conduct a needs assessment of district practices regarding the sharing of literacy assessment data with families then utilizing the findings, develop strategies and materials to support enhanced information sharing with families.	100%